

State of Hawaii
Department of Human Services
Benefit, Employment and Support Services Division
Employment and Child Care Program Office

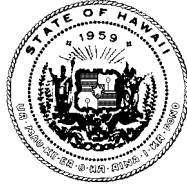
Request for Proposals

HMS-903-05-05-S

**Teen Pregnancy Prevention School-Based
Interactive Skill-Building Training
Program for Fifth to Sixth Graders,
Parents and Significant Adults**

February 28, 2005

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
P.O. Box 339
Honolulu, Hawaii 96890-0339

February 28, 2005

MEMORANDUM

TO: All Interested Parties

FROM: Lillian B. Koller, Esq., Director

SUBJECT: **REQUEST FOR PROPOSALS (RFP) – TEEN PREGNANCY PREVENTION SCHOOL-BASED INTERACTIVE SKILL-BUILDING TRAINING PROGRAM FOR FIFTH TO SIXTH GRADERS, PARENTS AND SIGNIFICANT ADULTS, RFP# HMS-903-05-05-S**

The Department is seeking to purchase the service listed above and further described in the attached RFP. The RFP provides information to assist applicants in the preparation of program plans and budget, including:

1. A description of the service sought;
2. Special requirements to be met by the provider;
3. The criteria by which qualifying proposals shall be reviewed/rated; and
4. The criteria for monitoring and evaluating the contract.

An informational meeting is scheduled for Monday, March 7, 2005, from 9:00 a.m. to 11:00 a.m. at BESSD Administration Office, Haseko Center, 820 Mililani Street, Suite 606, Honolulu, Hawaii 96813. For more information, please call Emily Mishima at 586-7088. The Department's Program staff will be present at this session to review the RFP requirements and informally address questions you may have. In order for the proposal to be considered, all applicants are required to submit:

1. One (1) original and three (3) copies of the proposal, delivered to DHS, BESSD, ECCPO, at 820 Mililani Street, Haseko Center, Suite 606, Honolulu, HI 96813.
2. Proposals must be received no later than 4:30 p.m., Tuesday, March 29, 2005.

Proposal and accompanying materials not requested by the department or submitted after the deadline will not be accepted for consideration.

Attachments

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: Original + 3 Copies
--

**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS)
NO LATER THAN
March 29, 2005**

All Mail-ins

Department of Human Services
Benefit, Employment and Support
Services Division
Employment and Child Care Program
Office
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

DHS RFP COORDINATOR

Emily Mishima
For further info. or inquiries

Phone: 586-7088
Fax: 586-5744

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITES UNTIL 4:30 P.M., Hawaii
Standard Time (HST) March 29, 2004.**

Drop-off Sites

Oahu:

Department of Human Services
Benefit, Employment and Support
Services Division
Employment and Child Care Program
Office
820 Mililani Street, Suite 606
Honolulu, Hawaii 96813

BE ADVISED: All mail-ins postmarked by USPS after **March 29, 2005**, will be rejected.
Hand deliveries will **not** be accepted after **4:30 p.m., HST, March 29, 2005**.
Deliveries by private mail services such as FEDEX shall be considered hand
deliveries and will not be accepted if received after **4:30 p.m., HST, March 29,
2005**.

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Human Services
Benefit, Employment and Support Services Division
Employment and Child Care Program Office

820 Mililani Street, Suite 606, Honolulu, Hawaii 96813

Phone (808) **586-7088** Fax: (808) **586-5744**

IV. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	<u>2/27/2005</u>
Distribution of RFP	<u>2/28/2005</u>
RFP orientation session	<u>3/7/2005</u>
Closing date for submission of written questions for written responses	<u>3/9/2005</u>
State purchasing agency's response to applicants' written questions	<u>3/11/2005</u>
Proposal submittal deadline	<u>3/29/2005</u>
Proposal evaluation period	<u>3/30/2005-</u> <u>4/1/2005</u>
Provider selection	<u>4/4/2005</u>
Notice of statement of findings and decision	<u>4/5/2005</u>
Contract start date	<u>7/1/2005</u>

V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: March 7, 2005 **Time:** 9:00 a.m.-11:00 a.m.
Location: 820 Mililani Street, Suite 606, Honolulu, Hawaii 96813
Conference Room 1

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: March 9, 2005 **Time:** 4:30 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: March 11, 2005

VII. Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers* and *Provider Lists...The List of Registered Private Providers for Use with*

the Competitive Method of Procurement or call the State Procurement Office at (808) 587-4706.

- 6. Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal postmarked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Faxed and/or proposals submitted on diskette or transmission by e-mail, website or other electronic means will not be permitted.
- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to:

http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm

- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and

- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Lillian B. Koller, Esq.	Name: Edwin Igarashi
Title: Director	Title: Procurement Officer
Mailing Address: P.O. Box 339, Honolulu, Hawaii 96809-0339	Mailing Address: P.O. Box 339, Honolulu, Hawaii 96809-0339

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Overview, purpose or need

The Department of Human Services, Benefit, Employment and Support Services Division, Employment and Child Care Program Office is soliciting applications for the purpose of providing a teen pregnancy prevention interactive skill-building training program through a puppet show, for fifth to sixth grades during school hours. This program will also provide interactive skill-building teen pregnancy training to parents and/or significant adults within the school and/or community and in coordination with the fifth to sixth graders.

Adolescent development is divided into three stages: early (10/11-13/14 years); middle (13/14-17/18); and late adolescence (17/18-24 adulthood). During no other time in the human life cycle are there such dramatic changes in such a short period of time in so many areas – physical, psychological, cognitive/intellectual and social

Physically children will begin their pubertal development at about ten to eleven years of age, or in the fifth and sixth grades. Cognitive/intellectual development is marked by an increased thirst for knowledge and a gradual movement from thinking in concrete terms, “here and now”, to a greater ability to think abstractly and make reasoned decisions about one’s life. Psychological development is intimately tied to the other areas of development as youth adjust to their new bodies, sexual self-concept, increase their reasoning capacity and become involved in more complex social relations. Social development involves a move from the more self-centered relationship of early adolescence to an increased capacity for mutual intimacy in older adolescence and adulthood.

Early adolescence is recognized not only as a time of the beginning for rapid growth and development but a period in which many life-long patterns of behavior are established. Prevention theories recognize the need for educational and protective approaches revolving around the family, school and community. Puppetry has been shown as an effective education medium to influence learning and behavior, communicate sensitive issues, and provide teachable moments to youth including those with diverse needs and abilities. Caring adults and communities can with appropriate knowledge and skills nurture adolescent’s towards a sense of well-being, in withstanding life’s

stresses, choosing health promoting behaviors, avoiding activities and behaviors that can lead to negative health and life outcomes

The three-pronged program will provide teen pregnancy prevention training to postpone sexual involvement and support healthy lifestyles through an ecological approach. This approach is described in Hawaii's Adolescent Wellness Plan – Laulima in Action (many hands working together), serving as the state teen pregnancy prevention plan that a broad-based effort is required to support teen pregnancy prevention. The three interactive teen pregnancy prevention training skill-building components will include activities which reach: 1) Fifth to sixth graders through a school-based puppet show; 2) Parents and/or significant adults of fifth to sixth graders or other adolescents within a community; and 3) Parents and/or significant adults in coordination with the fifth to sixth graders. Program emphasis shall be placed on forming supportive, adolescent and parent/significant adult relationships, and increasing responsible decision-making in behaviors for young people that contribute to teen pregnancy prevention and a healthy lifestyle.

B. Description of the goals of the service

The goals of the program are to: 1) postpone sexual involvement of early adolescents; 2) improve all participants knowledge of sexuality and sexual development; 3) improve communication and refusal skills for early adolescents to resist pressures related to sexual activity; and, 4) improve parents and/or significant adults ability to communicate and support adolescents in dealing with pressures related to sexuality, sexual development and sexual activity.

C. Description of the target population to be served

Fifth to sixth graders will be the primary target population. However, parents and/or significant adults of these youth or other adolescents should be also be considered as a primary component, in taking an ecological approach to meet the goals and performance measures of these services.

D. Geographic coverage of service

Statewide. All counties (City and County of Honolulu, Maui County, Hawaii County and Kauai County) shall be provided services.

E. Probable funding amounts, source, and period of availability

The program is expected to be entirely federally funded and is for FY 2006, from July 1, 2005 to June 30, 2006. The total amount of federal funds appropriated for this purchase of service (POS) is \$175,000.00. This contract will be one year in length, with the option of three (3) twelve-month

extensions, subject to the availability of funds and satisfactory PROVIDER performance.

The Department reserves the right to reduce the amount of funds appropriated for this service and to change the funding source, after 30 days notice being afforded to the PROVIDER affected, for the duration of this Contract and Supplemental Agreement(s).

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/1998), which can be found on the SPO Website (See Section 5, POS Proposal Checklist for the website address).
2. The applicant must provide reasonable accommodations to assure capacity to deliver services to those clients with limited English proficiency or physical limitations. The PROVIDER must utilize state resources, if any are available to accommodate clients for the purposes of the program.
3. The applicant must assure and be responsible for the continuity of service activities in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for. The PROVIDER must not require nor depend on the state agency's staff to provide service activities in the event that program resources are not available due to the above situations.
4. The applicant must use credible evaluation tools and criteria to evaluate program effectiveness in achieving outcomes.
5. When a disagreement arises between the PROVIDER and the Department in regards to the performance of specific service activities within contracted specifications, the wishes of the Department shall prevail. Failure on the part of the PROVIDER to comply shall be deemed cause for corrective action and subject to contractual remedies.

B. Secondary purchaser participation (Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

There are no planned secondary purchasers.

C. Multiple or alternate proposals **check one**
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded **check one**
(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

Criteria for multiple awards:
Not applicable.

E. Single or multi-term contracts to be awarded **check one**
(Refer to §3-149-302, HAR)

☒ Single term (≤ 2 yrs) ☐ Multi-term (> 2 yrs.)

Contract terms:

This contract will be one year in length, with the option of three (3) twelve-month extensions, subject to the availability of funds and satisfactory PROVIDER performance.

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Emily Mishima, Program Specialist: (808) 586-7088

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities
(Minimum and/or mandatory tasks and responsibilities)

The PROVIDER shall provide teen pregnancy prevention training, which will include, but are not limited to the following:

1. Providing school-based interactive skill-building teen pregnancy prevention through a school-based puppet show for fifth to sixth graders. Interactive puppet show training should focus on knowledge of sexuality,

sexual development, decision-making, assertive communication and resisting pressures in unsafe behaviors and sexual activity.

2. Providing interactive skill-building teen pregnancy prevention training to parents and/or significant adults of fifth to sixth graders or other adolescents. Training should include, but not be limited to: understanding normal growth, development and behavior of adolescents; improving assessment of normal and abnormal adolescent behaviors; engagement in communication with young adolescents on peer and media pressures, sexuality, sexual development, sexual activity and associated risk behaviors.
3. Providing opportunities for interactive skill-building teen pregnancy prevention training to parents and/or significant adults in coordination with the fifth to sixth graders. Interactive training should support engagement in communication with young adolescents on peer and media pressures, sexuality, sexual development, sexual activity and other associated risk behaviors.
4. Incorporating activities promoting the Department of Education's Health Standards for sexual health into teen pregnancy prevention trainings for fifth to sixth graders, parents and/or significant adults.
5. Providing an annual outreach plan for teen pregnancy prevention trainings.
6. Providing an annual staff training plan for all service components.
7. Coordinating and collaborating with school personnel and other teen pregnancy prevention efforts in this service delivery including the school administration, Department of Education Resource Teachers, School Parent Teacher Association, Parent and Community Networking Centers, Peer Education Program, Hawaii Teen Pregnancy, Parenting and Prevention Council and other staff stakeholders as appropriate.
8. Coordinating with independent evaluator in assessment, meetings and trainings to support performance measure improvement.
9. Participating in Hawaii Teen Pregnancy, Parenting and Prevention Council quarterly meetings.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

Program Supervisor:

- Master's degree in social/behavioral sciences, nursing, public health, education or a related field;
- Four (4) years of specialized experience including supervisory experience;
- Four (4) years of specialized experience in the area of teen pregnancy prevention and training of youth and parents and/or significant adults;
- Knowledge of principles of child and adolescent growth, development and behavior;
- Comprehensive knowledge of family guidance, parenting and its dynamics.

Other Staff:

The PROVIDER shall have job descriptions for staffing which demonstrates they have knowledge and capability to work with the target group(s), as indicated in the Scope of Work.

2. Administrative

The PROVIDER shall be responsible for their own determination and compliance efforts in regards to the federal Health Insurance Portability and Accountability Act (HIPPA) of 1996.

The PROVIDER will have established protocols to address child abuse and neglect, intimate partner violence, and sexual assault.

The PROVIDER shall make an acknowledgement of the Department on all printed materials.

Division Procedures: The PROVIDER shall follow procedures established by the Division regarding the 1) get the Department's approval prior to purchasing equipment (that has a useful life of more than one year) with contract funds, and 2) submit telecom requests to install or de-install any server, computers and printer related equipment and other peripherals.

Execution of Contract: The successful applicant will be required to enter into a formal written Contract with the Department in accordance with the laws, rules and regulations of the State of Hawaii.

The stated requirements appearing elsewhere in this RFP shall become part of the terms and conditions of the resulting Contract. Any deviations therefrom must be specifically defined by the applicant in its proposal which, if successful, will become part of the Contract.

The funds available for this project are limited. The Department reserves the rights to contract for only those services which appear to be in the best interests of the Department.

The Department reserves the right to cancel the Contract without cause and to request new proposals for work. Upon award of the work, the Department will forward the formal Contract to the successful offeror for execution. The Contract shall be signed by the successful offeror and returned, together with required insurance documents (including indemnification), and other supporting documents, within ten (10) calendar days after receipt by the offeror, or within such further time as the Director may allow.

No such Contract shall be binding upon the Department until the Contract has been fully and properly executed by all the parties thereto and the State Comptroller has, in accordance with Section 103-39, Hawaii Revised Statutes, endorsed thereon his certificate that there is an appropriation or balance of an appropriation over and above all outstanding contracts, sufficient to cover the amount required by the Contract during the fiscal year. Further, the Contract shall not be considered to be fully executed until the Department of the Attorney General of the State of Hawaii has approved the Contract as to form.

No Supplementary Agreement shall be binding upon the Department until the Agreement has been fully and properly executed by all parties thereto prior to the start date of Agreement. The PROVIDER shall not provide any services until the Agreement is fully and properly executed.

Any work performed by the successful offeror prior to receipt of a Notice to Proceed shall be at the offeror's own risk and expense. The State of Hawaii and the Department are not and will not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by the successful offeror prior to the receipt of a Notice to Proceed.

The Special Conditions, including but not limited to the following shall be incorporate in the Agreement:

A. Purchase of Equipment, Furniture, Supplies and Telecom Request

1. The PROVIDER shall get prior approval for the initial purchase of equipment, furniture, supplies, etc. which are required for this Contract. Subsequent purchases of equipment (that has a useful life of more than one year) shall require prior approval.
2. The PROVIDER shall transfer possession of equipment, furniture and supplies purchased by the Department upon termination of the Contract.
3. The PROVIDER shall submit a telecom request to install or de-install any server, computers and printer-related equipment, and telecommunication.

B. Liability Insurance

Notwithstanding the “General Conditions” for all 103F-procured contracts where Section 1.4 addresses the liability insurance in a combined amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00), the Department of Human Services requires that the PROVIDER obtain, maintain and keep in force, throughout the period of this Agreement, liability insurance (the “Liability Insurance”) issued by an insurance company in a combined amount of at least TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00), or such lesser amount requested in writing by the PROVIDER, and, for good cause shown, approved by the head of the purchasing agency, which approval, if any, is incorporated herein by reference, for bodily injury and property damage liability arising out of each occurrence. The PROVIDER’S Liability Insurance shall indicate that the State of Hawaii is an additional insured with respect to its policy provisions and, therefore, cover any liability arising out of or resulting from occurrences connected with the PROVIDER’S performance under the Agreement. Prior to, or upon execution of the Agreement, the PROVIDER shall obtain a certificate of insurance verifying the existence of the necessary liability insurance coverage in the amount stated above. If the scheduled expiration date of the liability insurance policy is earlier than the expiration date of the time of performance under the Agreement, the PROVIDER, upon renewal of the policy, shall promptly cause to be provided to the State of Hawaii an updated certificate of insurance. The certificates of insurance shall expressly provide that the insurance policy shall not be cancelled unless the insurance company has first given to the State of Hawaii thirty (30) calendar days’ written notice of the intended cancellation.

3. Quality assurance and evaluation specifications

The PROVIDER shall conform to established standard of care and practice including, but not limited to the following:

- A. Participation with an independent evaluator in all program evaluation teen pregnancy prevention training for fifth to sixth graders, parents and/or significant adults; and the combined youth and parent and/or significant adult training related to the goals and scope of service.
- B. Performance as described in item 4 below.
- C. Review for overall cost effectiveness, based upon the overall cost compared to the performance outcomes.

4. Output and performance/outcome measurements

As a means toward achieving the goals of the service, the Department will require the reporting of performance measures. This approach proposes that the PROVIDER take responsibility for achieving short-term performance objectives, given available resources and other external factors affecting the organization. Defined performance objectives are addressed in this Section under Service Specifications, Subsection III, Scope of Work.

Note: For the purpose of program quality improvement, the Department of Health (DOH), Family Health Services Division, Maternal and Child Health Branch, Children and Youth Wellness Section, Community Adolescent Program, will be reviewing Outcome and Output Measures in conjunction with the PROVIDER for possible revisions during the contract period. It is anticipated that some modifications may ensue from this process. Please refer to Table A – Performance Measures and Table B – Output Measures, these tables may be found in Section 5, Attachments C and D respectively.

5. Experience

The PROVIDER shall demonstrate a thorough understanding of the purpose and scope of the service activity, as well as the necessary skills, abilities and knowledge of, and experience relating to the delivery of proposed services.

6. Coordination of services

The PROVIDER staff shall comply with all appropriate federal and state laws, rules and regulations, and policies and procedures governing the State-run, federally-funded work programs for TANF recipients.

The PROVIDER shall keep records to document information acquired about the recipients or given or made available by the recipients served under this Agreement. All such information shall be considered confidential and shall not be disclosed by the PROVIDER except as otherwise allowed by Hawaii Revised Statutes Section 346-10, and Hawaii Administrative Rules Section 17-601, and only after prior written notification to DHS.

7. Reporting requirements for program and fiscal data

Reporting: Quarterly and annual reports on all program work related to the contract, such as program activities, evaluation, data, etc. and submitted to the Department of Health (DOH), Family Health Services Division, Maternal and Child Health Branch, Children and Youth Wellness Section, Community Adolescent Program, according to timeframes and formats set by the a DOH no later than thirty (30) days after the end of the report period.

The PROVIDER shall submit to the Department via the DOH, an annual variance report within thirty (30) calendar days after the end of the fiscal year in the format requested by the Department, documenting the PROVIDER's achievement toward planned performance objectives for the budget period specified and to explain any significant variances (e.g. +/- 10%).

Invoicing: Requests for payment shall be submitted with an invoice and an expenditure report in the format set by the DOH.

8. Pricing structure or pricing methodology to be used

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the Provider for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. The cost reimbursement may be subject to verification.

The purchasing agency shall consider cost proposals on a "cost type or "pure reimbursement" pricing structure from the applicants who are non-profit organizations licensed to do business in the State of Hawaii. "Cost

type” involves payment of all incurred costs within a predetermined total estimate cost.

The purchasing agency shall consider cost proposals based on a “cost-plus-fixed-fee” from the applicants who are for-profit organizations licensed to do business in the State of Hawaii. “Cost-plus-fixed-fee” allows for payment of all incurred costs within a predetermined amount plus an agreed upon fee which will not change. The purchasing agency anticipates these fees to be limited to ten percent (10%) or less of the contract award. These fees also need to be built within the contract ceiling.

The purchasing agency shall select the applicable cost proposals subject to the legal standing of the applicant organization; i.e., non-profit or for-profit and that are in the best interests of the State of Hawaii.

Please note, however, that the Department reserves the right to negotiate the finalized amount of fixed fees within the limits discussed above.

Please refer to Section 3 (Proposal Application Instructions), Subsection V-A for the required list of budget forms.

9. Units of service and unit rate

Not applicable.

IV. Facilities

The Applicant shall demonstrate that its facilities are adequate in relation to the proposed services. The Applicant shall also describe how the facilities meet ADA requirements.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

II. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services. The applicant shall also provide a listing of verifiable experience with projects or contracts for the most recent five (5) years that are pertinent to the proposed services.

C. Quality Assurance and Evaluation

The applicant shall describe quality assurance and any evaluation methodology outcomes and materials used in training. Although and independent evaluator will be used, reliable and valid evaluation instruments will be considered and should be submitted with this proposal.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. At a minimum, this description shall include school personnel and other teen pregnancy prevention efforts in this service delivery including the school administration, Department of Education Resource Teachers, School Parent and Teacher Associations, Parent and Community Networking Centers, Peer Education Program, Hawaii Teen Pregnancy, Parenting and Prevention Council, and other staff or stakeholders as appropriate. There shall also be a description of how this training will integrate the Department of Education's Health Standards for sexual health.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable and special equipment that may be required for the services.

III. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

B. Project Organization

1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services. An annual training plan shall be described to demonstrate how staff would be trained to meet the scope of work, implementation of the Department of Education's Health Standards for sexual health and collaborating with the independent evaluator to support performance measurement improvement.

2. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

IV. Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

A. Service Activities

Applicants shall describe how they intend to provide the following services including a description of the approach and numbers to be served annually for each bullet below:

- Provide school-based interactive skill-building teen pregnancy prevention training through a puppet show for fifth to sixth graders;

- Provide interactive skill-building teen pregnancy prevention training to parents and/or significant adults of fifth to sixth graders and/or adolescents;
- Provide interactive skill-building teen pregnancy prevention training in coordination with fifth to sixth graders and parents and/or significant adults of these young adolescents;
- Establish and implement annual outreach procedures to reach all target groups, in all counties.
- Incorporate the Department of Education's Health Standards for Sexual Health into all teen pregnancy prevention trainings.
- Coordination with the independent evaluator in assessments, meetings and trainings, as appropriate to support performance measures;
- Coordination and collaboration with school personnel and other teen pregnancy prevention efforts in this service delivery including school administration, School Parent Teacher Association, Department of Education Resource Teachers, Parent and Community Networking Centers, Peer Education Program, Hawaii Teen Pregnancy Parenting, Prevention Council and other staff or stakeholders as appropriate.

B. Work plan including description or presentation of the following:

- Three (3) month planning period for service implementation;
- Integration into the program of the Department of Education's Health Standards for Sexual Health. These standards may be found in Section V, Attachment E. of this RFP;
- Annual staff training plans to meet service components;
- Annual outreach timeline(s) describing 1) outreach procedures to be used and by whom; 2) number of schools, youth, parents and/or significant adults projected to be served for each teen pregnancy prevention training activity (i.e. school-based puppet show for fifth to sixth graders or other adolescents and fifth to sixth graders in coordination with parents and/or significant adults and 3) expansion to statewide delivery.

V. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

The purchasing agency shall consider cost proposals on a "cost-type" or "pure reimbursement" pricing structure from the applicants who are non-profit organizations licensed to do business in the State of Hawaii. "Cost-type involves the payment of all incurred costs within a predetermined total estimate amount.

The purchasing agency shall select the applicable cost proposals subject to the legal standing of the applicant organization; i.e. non-profit or for-profit and that are in the best interests of the State of Hawaii.

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

The following are the budget form(s), which are contained in the POS manual, shall be submitted as described in the Checklist attached herewith, with the POS Proposal Application:

SPO-H-205	Budget
SPO-H-205A	Organization –Wide By Source of Funds
SPO-H-205B	Organization-Wide Budget by Programs
SPO-H-206A	Personnel-Salaries & Wages
SPO-H-206B	Personnel-Payroll Taxes and Fringe Benefits
SPO-H-206C	Travel-Inter-Island
SPO-H-206D	Travel-Out-of-State
SPO-H-206E	Contractual Services-Administration
SPO-H-206F	Contractual Services-Subcontracts
SPO-H-206G	Indirect Costs
SPO-H-206H	Other Costs
SPO-H-206I	Equipment Purchases*

*Expenditures require justification and prior approval.

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Most recent Audit Report

2. Tax Clearance Certificate (Form A-6)

An original or certified copy of a current, within three (3) months, valid Clearance Certificate issued by the Hawaii Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) shall be submitted with the proposal by the due date and time. The two-part Tax Clearance Application (Form A-6) that combines the DOTAX and IRS tax clearance shall be used for this purpose.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	Pass or Reject
<i>Proposal Application</i>	100 Points
Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points
TOTAL POSSIBLE POINTS	100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- Application Checklist

- Registration (if not pre-registered with the State Procurement Office)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. *Experience and Capability (20 Points)*

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. _____

B. Experience

- Relevant experiences dealing with the State of Hawaii contracts relating to the delivery of the proposed services during the last 5 years. _____

C. Quality Assurance and Evaluation

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. _____

D. Coordination of Services

- Demonstrated capability to coordinate services with other agencies and resources in the community.

E. Facilities

- Adequacy of facilities relative to the proposed services.

2. Project Organization and Staffing (15 Points)

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of proposed services. Inclusion of training plans to meet service components.

B. Project Organization

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

3. Service Delivery (55 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application.

- Assessment of logic of the work plan for the major service activities and tasks to be completed; _____
- Clarity of work assignments and responsibilities; _____
- Realism of timelines and schedules; _____
- Inclusion of three (3) month planning period; _____
- Inclusion of annual outreach timelines, as described in Section 3; _____
- Program numbers for all target populations; _____
- Description of efforts to include the Department of Education's Health Standards for Sexual Health into program activities; _____
- Provides for public relations and community collaboration; _____
- Describes staff/management activities. _____

5. Financial (10 Points)

Pricing structure based on cost reimbursement:

- Applicant's proposal budget is reasonable, given program resources and operational capacity;
- Adequacy of accounting system;
- Audit report. _____

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Table A - Performance Measures
- D. Table B – Output Measures
- E. Department of Education, Health Standards for Sexual Health

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. *SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Registered)	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5	X	
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP	X	
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP	X	
Program Specific Requirements:				
Audit Report	Section 3, RFP	Section 3, RFP	X	
Organizational Chart	Section 3, RFP	Section 3, RFP	X	
Health Standards for Sexual Health (inclusion in work plan)	Section 3, RFP	Section 5, RFP	X	

Authorized Signature

Date

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Table A – Performance Measures

Column A	Column B	Column C	Column D	Column E
Performance Measure	Baseline for FY 2005	Annual Performance Objective for Fiscal Year 2006	Annual Performance Objective for Fiscal Year 2007	Applicant's approach in meeting the performance objectives, including the methodology proposed for data collection and reporting. Although an independent evaluator will be used these performance measure outcomes are dependent on the service delivery provided. Any methods of data collection used for applicants teen pregnancy prevention training should be described (Attach additional sheets as necessary.)
<p>1. At least 30% of all fifth to sixth graders provided teen pregnancy prevention skill-building training through a puppet show will increase knowledge of human sexuality and development. *</p> <p>*In addition to puberty changes this includes the ability to perceive attitudes, situations and pressures that may lead to sexual activity, pregnancy and sexually transmitted diseases.</p>	<p>a) Number of fifth to sixth graders receiving services was _____.</p> <p>b) Number of fifth to sixth graders receiving services who increased knowledge of human sexuality and development was _____.</p> <p>c) Percentage of all fifth to sixth graders receiving services who increased knowledge of human sexuality and development was _____%.</p> <p>(b divided by a)</p>	<p>a) The estimated percentage of all fifth to sixth graders who receive services and increase knowledge of human sexuality and development is _____%.</p>	<p>a) The estimated percentage of all fifth to sixth graders who receive services and increase knowledge of human sexuality and development is _____%.</p>	

Table A – Performance Measures

Column A	Column B	Column C	Column D	Column E
Performance Measure	Baseline for FY 2005	Annual Performance Objective for Fiscal Year 2006	Annual Performance Objective for Fiscal Year 2007	Applicant's approach in meeting the performance objectives, including the methodology proposed for data collection and reporting. Although an independent evaluator will be used these performance measure outcomes are dependent on the service delivery provided. Any methods of data collection used for applicants teen pregnancy prevention training should be described (Attach additional sheets as necessary.)
2. At least 15% of all fifth to sixth graders provided teen pregnancy prevention skill-building training through a puppet show will increase behavioral decision-making skills in avoiding pregnancy.	<p>a) Number of fifth to sixth graders receiving services was _____.</p> <p>b) Number of fifth to sixth graders receiving services that increased behavioral decision-making skills in avoiding pregnancy was _____.</p> <p>c) Percentage of all fifth to sixth graders receiving services who increased behavioral decision-making skills in avoiding pregnancy was _____%.</p> <p>(b divided by a)</p>	a) The estimated percentage of all fifth to sixth graders who will receive services and increase behavioral decision-making skills in avoiding pregnancy is _____%.	a) The estimated percentage of all fifth to sixth graders who will receive services and increase behavioral decision-making skills in avoiding pregnancy is _____%.	

Table A – Performance Measures

Column A	Column B	Column C	Column D	Column E
Performance Measure	Baseline for FY 2005	Annual Performance Objective for Fiscal Year 2006	Annual Performance Objective for Fiscal Year 2007	Applicant's approach in meeting the performance objectives, including the methodology proposed for data collection and reporting. Although an independent evaluator will be used these performance measure outcomes are dependent on the service delivery provided. Any methods of data collection used for applicants teen pregnancy prevention training should be described (Attach additional sheets as necessary.)
<p>3. At least 40% of all parents and/or significant adults of fifth to sixth graders and adolescents provided teen pregnancy prevention skill-building training will increase their knowledge of human sexuality and development.*</p> <p>*In addition to puberty changes this includes the ability to perceive attitudes, situations and pressures that may lead to sexual activity, pregnancy and sexually transmitted disease.</p>	<p>a) Number of parents and/or significant adults of fifth to sixth graders and adolescents receiving services was _____.</p> <p>b) Number of parents and/or significant adults of fifth to sixth graders and adolescents receiving services who increase knowledge of human sexuality and development was _____.</p> <p>c) Percentage of all parents and/or significant adults of fifth to sixth graders and adolescents receiving services who increased knowledge of human sexuality and development was _____%.</p> <p>(b divided by a.)</p>	<p>a) The estimated percentage of all parents and/or significant adults of fifth to sixth graders and adolescents who will receive services and increase knowledge of human sexuality and development is _____%.</p>	<p>a) The estimated percentage of all parents and/or significant adults of fifth to sixth graders and adolescents who will receive services and increase knowledge of human sexuality and development is _____%.</p>	

Table A – Performance Measures

Column A	Column B	Column C	Column D	Column E
Performance Measure	Baseline for FY 2005	Annual Performance Objective for Fiscal Year 2006	Annual Performance Objective for Fiscal Year 2007	Applicant's approach in meeting the performance objectives, including the methodology proposed for data collection and reporting. Although an independent evaluator will be used these performance measure outcomes are dependent on the service delivery provided. Any methods of data collection used for applicants teen pregnancy prevention training should be described (Attach additional sheets as necessary.)
4. At least 15% of all parents and/or significant adults of fifth to sixth graders and adolescents provided teen pregnancy prevention skill building training will increase ability to engage these youth in discussions on sexuality and development, and related teen pregnancy pressures.	<p>a) Number of parents and/or significant adults receiving services was _____.</p> <p>b) Number of parents and/or significant adults of fifth to sixth graders and adolescents receiving services who increased ability to engage youth in discussion on sexuality and development, and related teen pregnancy pressures was ____.</p> <p>c) Percentage of parents and/or significant adults of fifth to sixth graders and adolescents receiving services who increased ability to engage youth in discussion on sexuality and development, and related teen pregnancy pressures was _____%. (b divided by a)</p>	<p>a) The estimated percentage of all parents and/or significant adults of fifth to sixth graders and adolescents who will receive services and increase ability to engage these youth in discussions on sexuality and development, and related teen pregnancy pressures is _____%.</p>	<p>a) The estimated percentage of all parents and/or significant adults of fifth to sixth graders and adolescents who will receive services and increase ability to engage these youth in discussions on sexuality and development, and related teen pregnancy pressures is _____%.</p>	

Table A – Performance Measures

Column A	Column B	Column C	Column D	Column E
Performance Measure	Baseline for FY 2005	Annual Performance Objective for Fiscal Year 2006	Annual Performance Objective for Fiscal Year 2007	Applicant's approach in meeting the performance objectives, including the methodology proposed for data collection and reporting. Although an independent evaluator will be used these performance measure outcomes are dependent on the service delivery provided. Any methods of data collection used for applicants teen pregnancy prevention training should be described (Attach additional sheets as necessary.)
5. At least 75% of mothers will elect to breastfeed their babies at hospital discharge and continue through at least the first postpartum visit.	<p>a) Number of live births to pregnant women receiving services was _____.</p> <p>b) Number of mothers electing to breastfeed their babies at hospital discharge and continuing through at least the first postpartum visit was _____.</p> <p>c) Percentage of mothers electing to breastfeed their babies at hospital discharge and continuing through at least the first postpartum visit was _____%. (b divided by a)</p>	<p>a) The estimated percentage of mothers electing to breastfeed their babies at hospital discharge and continuing through at least the first postpartum visit is _____%.</p>	<p>a) The estimated percentage of mothers electing to breastfeed their babies at hospital discharge and continuing through at least the first postpartum visit is _____%.</p>	

Table A – Performance Measures

Column A	Column B	Column C	Column D	Column E
Performance Measure	Baseline for FY 2005	Annual Performance Objective for Fiscal Year 2006	Annual Performance Objective for Fiscal Year 2007	Applicant's approach in meeting the performance objectives, including the methodology proposed for data collection and reporting. Although an independent evaluator will be used these performance measure outcomes are dependent on the service delivery provided. Any methods of data collection used for applicants teen pregnancy prevention training should be described (Attach additional sheets as necessary.)
6. At least 90% of pregnant women will have received a referral for HIV testing.	<p>a) Number of (live births to) pregnant women receiving services was _____.</p> <p>b) Number of pregnant women who have received a referral for HIV testing was _____.</p> <p>c) Percentage of (mothers) pregnant women who have received a referral for HIV testing was _____. (b divided by a)</p>	<p>a) The estimated percentage of (mothers) pregnant women who have received a referral for HIV testing is _____.%</p>	<p>a) The estimated percentage of (mothers) pregnant women who have received a referral for HIV testing is _____.%</p>	

Table A – Performance Measures

Column A	Column B	Column C	Column D	Column E
Performance Measure	Baseline for FY 2005	Annual Performance Objective for Fiscal Year 2006	Annual Performance Objective for Fiscal Year 2007	Applicant's approach in meeting the performance objectives, including the methodology proposed for data collection and reporting. Although an independent evaluator will be used these performance measure outcomes are dependent on the service delivery provided. Any methods of data collection used for applicants teen pregnancy prevention training should be described (Attach additional sheets as necessary.)
7. At least 90% of all pregnant women will receive screening for abuse.	<p>a) Number of pregnant women receiving services was _____.</p> <p>b) Number of pregnant women receiving screening for abuse was _____.</p> <p>c) Percentage of all pregnant women receiving screening for abuse was _____%.</p> <p>(b divided by a)</p>	<p>a) The estimated proportion of all pregnant women who will receive screening for abuse is _____%.</p>	<p>a) The estimated proportion of all pregnant women who will receive screening for abuse is _____%.</p>	

Table A – Performance Measures

Column A	Column B	Column C	Column D	Column E
Performance Measure	Baseline for FY 2005	Annual Performance Objective for Fiscal Year 2006	Annual Performance Objective for Fiscal Year 2007	Applicant's approach in meeting the performance objectives, including the methodology proposed for data collection and reporting. Although an independent evaluator will be used these performance measure outcomes are dependent on the service delivery provided. Any methods of data collection used for applicants teen pregnancy prevention training should be described (Attach additional sheets as necessary.)
8. At least 25% of all pregnant women who screen positive for abuse will accept a referral to a trained counselor or program designed for victims of abuse.	<p>a) Number of pregnant women who screened positive for abuse was _____.</p> <p>b) Number of pregnant women who accepted a referral to a counselor or program was _____.</p> <p>c) Percentage of all pregnant women who accepted a referral to a counselor or program was _____. (b divided by a)</p>	<p>a) The estimated proportion of pregnant women who will accept a referral to a counselor or program is _____.%</p>	<p>a) The estimated proportion of pregnant women who will accept a referral to a counselor or program is _____.%</p>	

Table A – Performance Measures

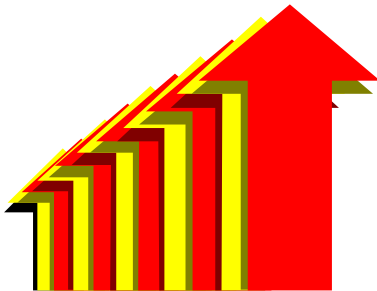
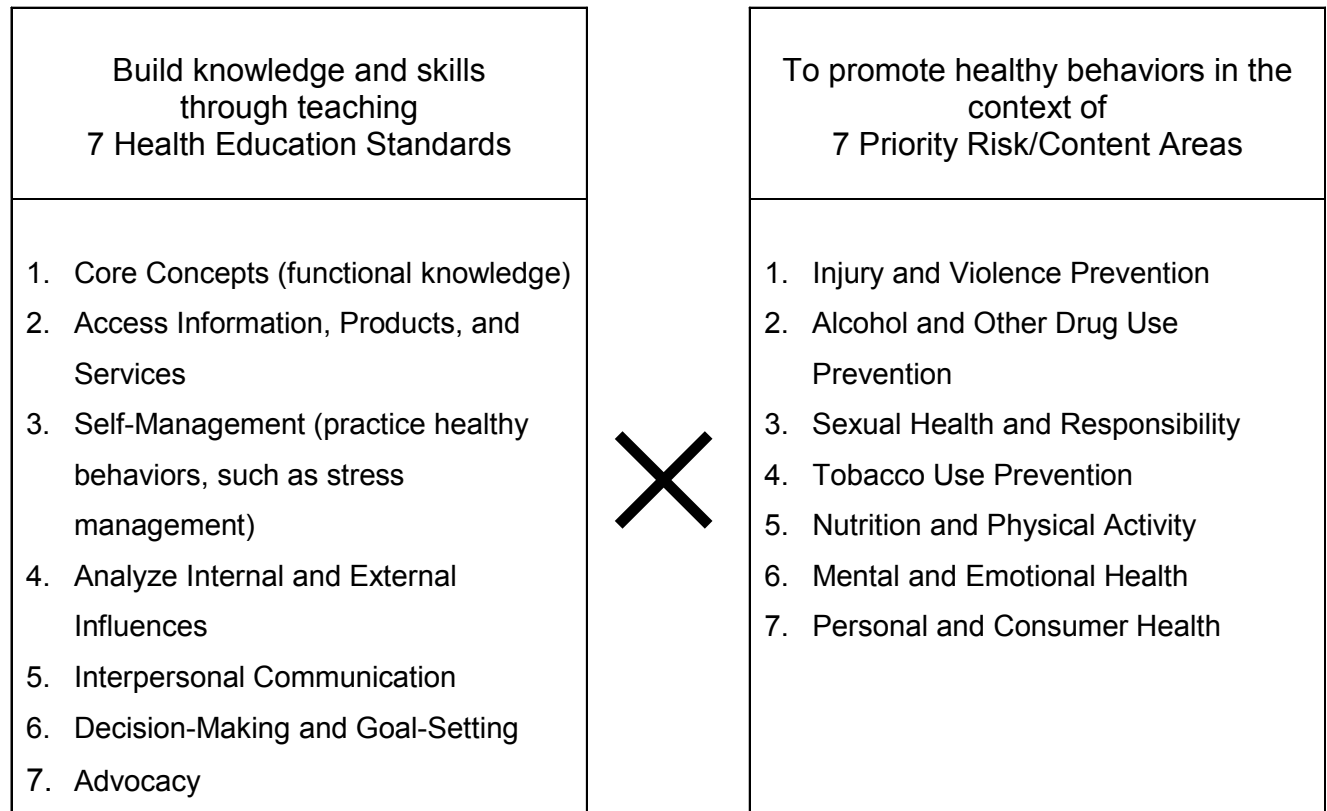
Column A	Column B	Column C	Column D	Column E
Performance Measure	Baseline for FY 2005	Annual Performance Objective for Fiscal Year 2006	Annual Performance Objective for Fiscal Year 2007	Applicant's approach in meeting the performance objectives, including the methodology proposed for data collection and reporting. Although an independent evaluator will be used these performance measure outcomes are dependent on the service delivery provided. Any methods of data collection used for applicants teen pregnancy prevention training should be described (Attach additional sheets as necessary.)
9. At least 90% of all pregnant women will receive education on oral care during pregnancy.	<p>a) Number of pregnant women receiving services was _____.</p> <p>b) Number of pregnant women receiving education on oral care was _____.</p> <p>c) Percentage of all pregnant women receiving education on oral care was _____%. (b divided by a)</p>	<p>a) The estimated proportion of all pregnant women who will receive education on oral care during pregnancy is _____ %.</p>	<p>a) The estimated proportion of all pregnant women who will receive education on oral care during pregnancy is _____ %.</p>	

Table B - Output Measures

	Baseline	Estimated	Estimated
Program Activity	FY 2005	FY 2006	FY 2007
1) Total number of unduplicated fifth to sixth graders provided school-based interactive skill-building teen pregnancy prevention training through a puppet show by county statewide:			
2) Total number of unduplicated parents and/or significant adults of fifth to sixth graders and adolescents provided interactive skill-building teen pregnancy prevention training by county statewide:			
3) Total number of unduplicated parents and/or significant adults participating in interactive skill-building teen pregnancy prevention training with fifth to sixth graders by county statewide:			
4) Total number of fifth to sixth graders administered testing to assess increase in knowledge of sexuality and development, and behavioral decision-making skills in avoiding pregnancy:			
5) Total number of parents and/or significant adults of fifth to sixth graders and adolescents administered testing to assess increase in knowledge of human sexuality and development, ability to engage young adolescents in discussions on sexuality and related teen pregnancy pressures:			
6) Total number of interactive skill-building teen pregnancy prevention training components incorporating the Department of Educations health standards for sexual health.			
7) Total number of statewide collaborative education and networking efforts to improve service delivery.			
8) Total number of meetings or trainings with independent evaluator to assist with improving performance measures.			

Planning Today's Health Education

7 X 7 Curriculum Focus



Build knowledge and skills to promote health



Prevent and reduce risks for health problems

Risk Area: Sexual Health & Responsibilities

Standard #1: Core Concepts

Grade 4–5

- Describe ways of being a healthy and contributing family member and friend
- Explain the physical and emotional changes that occurs in puberty and adolescence
- Explain ways to respect ourselves and others
- Describe what it means to set limits and boundaries

Grade 6 – 8

- Describe mutually respectful relationships
- Explain the physical and emotional changes that occurs in puberty and adolescence
- Define abstinence and its importance in good health
- Identify and refute myths and misperceptions about pregnancy prevention and STD transmission
- Explain that most middle school students are not having sex
- Describe situations that could lead to pressures for sex

Grade 9-12

- Describe most important traits of a caring and respectful partner
- Describe personal responsibility for sexual behaviors
- Describe abstinence as the only sure method to prevent pregnancy and STDs
- Explain effects of AOD use on sexual decision-making
- Describe situations that could lead to pressures for sex
- Describe effectiveness of contraceptive methods
- Tell how to get counseling and testing related to sexuality

Standard #2: Accessing Information

Grade 4-5

- Identify and access valid sources of information on puberty and growing up
- Identify safe and reliable people to go to with a sexual health-related question or problem
- Identify valid vs. invalid information sources about HIV

Grade 6-8

- Access YRBS data on sexual behaviors among Hawaii middle school students
- Gather information on puberty and adolescence
- Identify valid sources of information on pregnancy and STD prevention (including HIV)
- Identify facts and myths about pregnancy and STDs
- Identify resources for STD prevention, testing, counseling, and treatment
- Identify social norms

Grade 9-12

- Access and compare YRBS data on sexual behaviors among Hawaii and US high school students
- Identify valid sources of information on pregnancy and STD (including HIV) prevention

- Identify resources and products for STD prevention, testing, counseling, and treatment
- Gather information on STDs that can be asymptomatic
- Identify facts/myths about pregnancy/STD prevention

Standard #3: Self Management

Grade 4-5

- Establish procedures for reporting situations involving harassment or teasing related to gender or sexual orientation
- Demonstrate healthy ways to handle strong emotions
- Role –play asking for help from a safe adult

Grade 6-8

- Demonstrate strategies to avoid, get out of, or stay safe in risk situations that threaten sexual health
- Show how to report sexual violence or potential violence
- Role-play sexual limit setting and respect for limits of others
- Describe strategies for preventing pregnancy and STDs, including HIV infection

Grade 9-12

- Demonstrate strategies to avoid, get out of, or stay safe in high school risk situations that threaten sexual health
- Describe ways to prevent pregnancy and STDs
- Describe breast and testicular self-exam
- Describe signs and symptoms of STDs and how to get help

Standard #4: Analyzing Influences

Grade 4-5

- Identify internal and external influences on families, friendships, and relationships
- Identify media messages (television, movies, advertisements) about sexual behaviors and determine the myths that are perpetuated
- Identify and refute stereotypes about people infected with HIV

Grade 6-8

- Discuss how the physical, emotional, and social changes of puberty affect us
- Describe how AOD can affect decision-making for sexual health and responsibility
- Identify the use of sexual situations in advertising—what message is given to young people?
- Identify messages given to young people about sexual involvement on television and in movies
- Make pledges to remain abstinent in middle school

Grade 9-12

- Identify increasing pressures for sexual involvement in high school and effects on decision-making
- Discuss the role of socioeconomic status in HIV infection in the US and around the world
- Make presentations as positive role models to younger students to help them choose to abstinent

Standard #5: Interpersonal Communication

Grade 6-8

- Demonstrate verbal and nonverbal communication and resistance skills to avoid or get out of situations that threaten sexual health
- Compare and contrast the use of communication skills to refuse sexual pressures with other risk areas
- Demonstrate peer resistance skills to sexual pressures
- Communicate a personal commitment to remain abstinent

Grade 9-12

- Express personal responsibility for sexual health decisions
- Demonstrate communication to deal with sexual pressure situations for unwanted or unprotected sex
- Express support for peers who choose to remain abstinent
- Express a personal commitment to prevent pregnancy and STDs

Standard #6: Decision Making/Goal Setting

Grade 6-8

- Develop and apply a viable decision-making process for avoiding or getting out of situations that threaten sexual health
- Develop short- and long-term goals that benefit from maintaining sexual health and avoiding unintended pregnancy and STDs
- Describe a personal commitment to abstinence
- Set personal boundaries and sexual limits

Grade 9-12

- Make decisions in advance about how to handle situations (avoid, get out of) that could involve pressures for sex
- Develop short- and long-term goals that benefit from maintaining sexual health and avoiding unintended pregnancy and STDs

Standard #7: Advocacy

Grade 6-8

- Design and conduct a survey of peers, teachers, and parents about their knowledge of STD and pregnancy prevention; publicize results and prevention strategies at school
- Provide peer support for abstinence
- Express compassion for people living with HIV infection

Grade 9-12

- Publicize YRBS data about healthy social norms related to sexual health and responsibility
- Create dramatic role-plays about refusing sexual pressures to perform or video for other classes